



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
February 11, 2016**



CONVENE:

Board President Ed Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on February 11, 2016 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, President
Constance Lue, Vice President
Rick Thomas, Secretary
Andy Lippman, Trustee
Carolyn Flemming, Trustee

Also Present

Mayor Diana Mahmud
Mayor Pro Tem Michael A. Cacciotti
Chief Deputy City Clerk Anthony Mejia
Joe Matthews, Library Consultant
David Lasell, Friends Representative
Steve Fjeldsted, Director of Library, Arts, & Culture
Sean Faye, Library Administrative Secretary

MINUTES: The minutes of the Regular Meeting of January 14, 2016 were reviewed – **MSC: Andy Lippman/Constance Lue – all approved**

PUBLIC COMMENTS:

ACTION ITEM:

1. **Administration of Oath of Office to newly appointed Board Member Carolyn Flemming** – Chief Deputy City Clerk Anthony Mejia administered the Oath of Office to Board Member Carolyn Flemming.

[Chief Deputy City Clerk Anthony Mejia left the meeting at 7:05 p.m.]

2. **Approval of NamiKim-Save Korean Dogs organization to receive half of proceeds from Rumer fundraising concert at Library on March 26, 2016 (instead of ASPA-Asian Canine Protection Alliance)** – President Edward Pearson said this related to the vote from the last meeting which gave approval for funds raised by the Rumer concert on 3/26/16 to be split between the Friends of the Library and the ASPA-Asian Canine Protection Alliance. Library Director Steve Fjeldsted spoke with Rumer and she requested half of the proceeds from her concert now go to NamiKim, a smaller organization than the ASPA. Vice President Constance Lue asked that any charities receiving funds from a Library activity should be thoroughly evaluated. NamiKim is a recognized non-profit dedicated to the prevention of cruelty to animals, and Rumer feels the money raised would mean more for them than the ASPA.

Motion by Library Board Trustee Andy Lippman, seconded by Library Board of Trustees Secretary Rick Thomas, to approve the request for half of the proceeds from the Rumer fundraising concert on 3/26/16 to go to NamiKim-Save Korean Dogs rather than the ASPA-Asian Canine Protection Alliance.

AYES: Pearson, Lue, Lippman, Thomas, Flemming
NOES: None

ABSENT: None
ABSTAIN: None

DISCUSSION ITEMS:

2. **Welcome to and Introduction from new Trustee Carolyn Flemming** – Trustee Carolyn Flemming introduced herself to the Board of Trustees. She has been a resident of South Pasadena for 30 years and has worked in libraries in various roles for 40 years. She retired last year and is very eager to contribute as a member of the Library Board of Trustees.

Mayor Diana Mahmud welcomed Trustee Flemming and thanked the Board for their dedication. Mayor Mahmud has been visiting all South Pasadena commissions to express her appreciation and to inform them that the City Council will soon issue a Code of Ethics for each commission to always keep the City's interest in mind when making decisions.

[Mayor Pro Tem Michael A. Cacciotti arrived at the Board of Trustees meeting at 7:16 p.m.]

3. **Presentation by Consultant Joe Matthews, Author of the Draft Library Operation Study** – Library Consultant Joe Matthews thanked the Trustees and gave a brief overview of his assessment of how Library resources could be better allocated to reach the goals of the Library's Strategic Plan. Joe Matthews said that the library presents programs that are well attended, has a great staff, and the collection is well used. 51% of South Pasadena Residents have library cards. In order to improve customer service and increase staff capacity to meet new service demands, Joe Matthews made the following recommendations:
- **Technology** – Improve Wi-Fi (which is currently underway as the Library's application for a CENIC grant, which would dramatically increase the Library's bandwidth, is being reviewed, and funds provided by the passage of Measure L would also contribute to improving the Wi-Fi), upgrade PCs to the same Operating System, create Internet guest passes for patrons to use Library computers, increase the number of Internet workstations, add self-checkout stations, allow patrons to pay fines and fees with credit cards, create a YouTube channel for filmed Library programs, significantly expand the Library's social media presence, improve the Library's website and create an app for the Library that can be downloaded to mobile devices.
 - **Materials** – Reduce the size of Library's collection by 14,000 books (after identifying items that have not been used in the last 3-4 years), enable donated materials to go directly to the Friends, increase the number of eBooks, integrate reference materials into the general collection, reduce the number of print magazine subscriptions, increase the downloadable audio collection, add a streaming music service, and update the Collection Development policy.
 - **Facilities** – Consolidate the Circulation Desk and Reference Desk into a Single Service Desk, work with the Board of Trustees, Library staff and other City employees for a design charrette to redesign the Library's first floor, move the Ostrich case to a museum to free up space, hire an architect with library experience for a space allocation study, ask the Friends to purchase display shelving to replace the tables they use for their materials, install a large screen monitor with colorful displays of upcoming events, and continue to address flooding and parking shortage needs.
 - **Youth Services** – Joe Matthews praised the outreach activities of Children's Services Senior Librarian Maida Wong to South Pasadena schools. In addition, there should be at least one new teen program per week and the Library should share its online catalog with local schools.

- **Operations** – Establish an auto shipment plan for new materials to obtain items and the shelves more quickly, stop repairing books, open the Library on Thursday nights rather than Wednesday nights, translate the Welcome Brochure into Chinese, Spanish and Korean, identify attendees of Library programs, and offer library cards in multiple colors and designs.
- **Organizational Structure** – A new organizational staffing structure is recommended to allow the Director of Library, Arts and Culture to concentrate even more on developing large-scale projects, initiatives, and programs. This would include the addition of new positions: Assistant Director of the Library to oversee the library collections, services and operations; Public Services Manager to develop programs for adults, teens and children; Digital Services Manager to be responsible for maintaining the Library's presence on social media as well as maintaining the Local History Collection; and Support Services Manager to maintain and improve information technology, the flow of new materials from vendors and the re-shelving of returned materials. In addition to these recommended changes, he recommended that staff be provided with tools for roving service, the on-call librarian should present training to pre-school teachers, tech savvy employees or volunteers should be retained, and more original content for the Library website to be created.
- **Finance** – Establish a Library Foundation to work with attorneys and financial institutions to seek increased funding and request the City Council's approval to write off old fines for people who haven't visited the Library in 3-4 years.
- **Using Data** – Ask program attendees to complete surveys, develop performance measures on a quarterly basis, email patrons to encourage them to return to the Library, email overdue notices to patrons, and create a customer satisfaction survey.

Vice President Constance Lue thanked Joe Matthews for his incisive report. Trustee Carolyn Flemming said the report demonstrated a level of understanding not often seen. President Ed Pearson also thanked Joe Matthews for his work and suggested a special meeting of the Library Board of Trustees be scheduled to process the recommendations, as well as allow staff time to attend and offer their input.

A Special Library Board of Trustees meeting was scheduled for Wednesday, February 24, 2016 at 6:30 p.m. in the Ray Bradbury Conference Room.

4. **Library Field Trip De-Brief** – President Pearson said he learned a lot from the visits to the San Marino, Alhambra and Monterey Park Public Libraries. Trustee Rick Thomas noted some expressed by certain employees at those libraries regarding their recent renovations. As examples, ambient sound was amplified in certain areas in the Alhambra Library and the Children's Area was inconveniently located on the second floor in the Monterey Park Public Library. Joe Matthews reminded the Board of the importance of hiring architects with specific experience with libraries to prevent such issues.

Joe Matthews proposed another field trip to the Monrovia and Arcadia Public Libraries in late March or early April. Library Administrative Secretary Sean Faye will organize the availability of the Library Board of Trustees and Senior Library staff.

5. **Special City Council Meeting on March 30, 2016** – Director Fjeldsted said a Special City Council Meeting will be conducted on 3/30/16 in which the proposed multi-generational Community Center and the Draft Library Operations Study will be discussed.

1. **Welcome to and Introduction from Council Liaison, Mayor Pro Tem Michael A. Cacciotti** – Mayor Pro Tem Michael A. Cacciotti expressed his excitement to the Board of Trustees and thanked Mayor Mahmud for appointing him.

Mayor Mahmud said that South Pasadena residents are being encouraged to sign up for the Cool California Challenge in which participating cities are motivating and rewarding their citizens for reducing their carbon footprint. Every point earned will increase the amount of prize money cities can win to fund a local sustainability project of their choice. Mayor Mahmud said more information could be found at www.coolcalifornia.org.

[Mayor Diana Mahmud left the Board of Trustees meeting at 8:42 p.m.]

6. **Library Board of Trustees Duties and Responsibilities – Municipal Code & Bylaws** – President Pearson asked the Board to review the updated Library Board of Trustees manual that was distributed at the meeting. He asked the Trustees to take particular note of the Bylaws and the differences between an Advisory and Administration Board. This will be a Discussion Item at either the March or April Library Board of Trustees meeting.
7. **Library Volunteer Recognition Luncheon – Date, Speaker, etc.** – Trustee Andy Lippman suggested Scott Kraft, Deputy Managing Editor for the LA Times, to be considered to be the Speaker at this year's Volunteer Recognition Luncheon. Scott Kraft has served as a national and foreign correspondent and covered major stories, including three Presidential Elections, the 2000 Florida recount, the Clinton impeachment, and Hurricane Katrina. Trustee Lippman would consult Scott Kraft regarding his availability for either 4/15/16 or 4/22/16 and will report back at the next Trustees meeting on 3/10/16. The assignment of responsibilities and the selection of the Volunteers of the Year will also be discussed at the next Trustees meeting.

[Trustee Andy Lippman left the Board of Trustees meeting at 8:57 p.m.]

8. **SPUSD Proposed Mission Place Project EIR and Parking Plan** – Director Fjeldsted said that the Parking Plan was recently released and will be discussed at the School Board meeting on 2/16/16. Director Fjeldsted said the Environmental Impact Report submitted by the Proposed Developers of the SPUSD Parking Lot stated that there would be minimal impact on parking if the parking lot were converted into 91 residential units condominiums. Director Fjeldsted said that the South Pasadena community has voiced their opposition to this proposed development, but he felt the Trustees should attend the School Board meeting to make their opinions heard. President Pearson agreed and said the Trustees need to comment as individuals and hoped someone could attend the School Board Meeting. Friends Representative David Lasell said he would forward this information to the Friends.
9. **Tentative Politi Sculpture Unveiling & Book Presentation on February 16, 2016 at 4 p.m.** – Director Fjeldsted said the date was in question due to Congresswoman Judy Chu's availability and that he would keep the Trustees updated with new developments.
10. **Brown Act Training** – Director Fjeldsted spoke with City Manager Sergio Gonzalez, and was informed plans are in motion for all Board Commissioners to receive Brown Act Training soon.
11. **City Priority Setting Meeting on March 12, 2016** – Director Fjeldsted said the City will have a Community Forum Meeting to set the priority for projects currently being considered on 3/12/16 at 9am in the Community Room. Director Fjeldsted said the Trustees would be able to participate as individuals, but not as a Board.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: None to report.

City Council Liaison: None to report.

Friends Representative: David Lasell said that the Friends have new Board members that are in the process of learning their responsibilities.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report: None to report.

Director of Library, Arts & Culture:

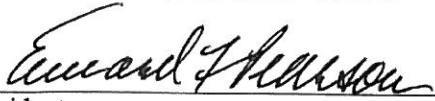
- The Friends Annual Meeting was held on 1/21/16 where their Budget and new Board members were approved. Ellen Torres is the new President of the Friends and the Budget is about \$55,000.
- "Criminal Minds" will be filming an episode in the Community Room on 2/23/16 and will provide very good revenue for the Library. Joe Mantegna, the star of "Criminal Minds," got his start in acting from Ray Bradbury in the "The Wonderful Ice Cream Suit." Director Fjeldsted has been in touch with his agent as there are plans to screen "The Wonderful Ice Cream Suit" on 6/23/16 and is requesting Joe Mantegna to present an introduction.
- On 3/30/16 new California State Poet Laureate Dana Gioia, who lives in South Pasadena and teaches at USC, will appear in the Community Room for an Author Night and should be a great attraction.
- There is currently an art exhibit in the display case and on the wall near the clock by Nancy Armitage of the Chouinard Foundation Board. The City Council declared February 6 to be Nelbert Chouinard Day in South Pasadena and the Library's exhibit will culminate during the Arts Crawl on 3/5/16 with a full exhibit in the Community Room by three Chouinard artists.
- The City Budget Schedule has come out and it will be very tight. Incorporating the first steps of the Library Operations Study recommended by Trustees and the City Council will be an important action. The Study Session will begin on 4/27/16.
- The results of the CENIC grant application should be known soon. If approved, the Library will receive \$20,000 that can be used for deeply discounted CISCO hardware for the high speed internet connection and one gigabit of connectivity.
- Scott Van Sant, a long time volunteer at the Library and previous member of the Friends Board, had a terrible fall at home and is in serious condition.
- Heather Hinton, who was a strong, local advocate for senior rights, recently passed away. Her book collection will be donated to the Library.
- On 2/18/16 a screening of "Billy Mize and the Bakersfield Sound" with filmmaker Joe Saunders will be presented in the Community Room. There will also be live music and it will be the cover story of the *Pasadena Weekly* that week.

NEXT MEETING: A Special Meeting of the Library Board of Trustees will be conducted on 2/24/16 in the Ray Bradbury Conference Room in the Library at 6:30 p.m. The next regular meeting for the Library Board of Trustees will be on 3/10/16 in the Ray Bradbury Conference Room in the Library at 7 p.m.

ADJOURNMENT: The regular meeting of February 11,, 2016 was adjourned at 9:21 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President